



## **Administrator Performance Appraisal** **Procedure**

**The Administrator Performance Appraisal** is designed to help administrators achieve personal and professional excellence and contribute to the excellence and effectiveness of the college.

**This appraisal process is designed to:**

- Improve personal performance
- Institutionalize individual professional development and improve communication Strengthen the quality of communication between administrators and the campus community
- Uncover or highlight areas for improvement

**The performance appraisal** includes the following components: development and prioritization of individual work goals and objectives; observation and feedback on performance by colleagues; and review of performance with the employee's supervisor.

**1. Human Resource Services will identify employees to be evaluated.**

Administrators are evaluated every other year, except in the following circumstances:

- a. Interim Administrators are evaluated midway through the interim appointment.
- b. New hires will be evaluated after their first year of service
- c. An evaluation is requested by: 1) the administrator themselves; 2) the supervisor; or 3) the faculty association president on behalf of the LCCFAHE in writing directed to the Director of HR & Legal Affairs.

**2. Human Resource Services will notify the Supervisor that one of their employees is due for an evaluation and request names of evaluators they wish to provide feedback to the employee.**

- a. The Supervisor meets with the employee to choose the evaluators. The selections typically include all direct reports and faculty representation. The total number of evaluators may vary depending on the administrator's role on campus.
- b. All faculty will be invited to provide feedback to the following Administrators: President, Vice President of Instruction, Vice President of Student Success, Vice President of Administration & all Instructional Deans.

3. **The Supervisor sends Human Resource Services the names of evaluators they wish to provide feedback to the employee.**
4. **Human Resource Services contacts each evaluator requesting they complete the Performance Appraisal Feedback survey. The feedback will be due 30 days after notification.**
5. **Human Resource Services will distribute the feedback survey results as follows:**
  - a. The supervisor and employee will receive both the quantitative and qualitative results
  - b. In the circumstance outlined in paragraph 2.b. where all faculty evaluate the administrator, the LCCFAHE President will receive both the qualitative and quantitative results and the faculty will receive the quantitative results only. The LCCFAHE President shall not distribute the qualitative results.
6. **Evaluation by Supervisor:** There will be a formal discussion between the supervisor and the employee for the following purposes:
  - a. To review the employee's overall performance & to review the Feedback survey;
  - b. To develop objectives and complete the *Individual Development Plan* for the coming two years.
  - c. To review and update the employee's position description.
7. **The Supervisor will submit the final Individual Development Plan to Human Resource Services within 30 days of receiving the feedback survey results.**
  - a. All final evaluations must be signed and dated by the Supervisor.
  - b. An up-to-date copy of the employee's position description must accompany the final evaluation.